



CITY MANAGER'S MONTHLY REPORT

**OCTOBER, 2020**

200 East Broadway  
Hobbs, NM 88240  
[www.hobbsnm.org](http://www.hobbsnm.org)



Mayor  
Sam D. Cobb

**City Commission**  
Marshall Newman – District 1  
Christopher Mills – District 2  
Larron Fields – District 3  
Joseph D. Calderón – District 4  
Dwayne Penick – District 5  
Don Gerth – District 6

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**CITY MANAGER**

Acting City Manager  
Risk Management Dir.

Manny Gomez  
Ann Betzen

**INFORMATION TECHNOLOGY DEPT.**

I.T. Director  
Assistant I.T. Director

Ron Roberts  
Christa Belyeu

**CITY CLERK'S OFFICE**

City Clerk  
Deputy City Clerk  
Public Transportation

Jan Fletcher  
Mollie Maldonado  
Jacque Pennington

**LEGAL DEPARTMENT**

City Attorney  
Deputy City Attorney  
Assistant City Attorney

Efren Cortez  
Erik Scramlin  
Valerie Chacon

**CITY ENGINEER**

City Engineer  
Planning

Todd Randall  
Kevin Robinson

**LIBRARY SERVICES**

Library Director

Sandy Farrell

**COMMUNICATIONS DEPT.**

Communications Director  
Conv. & Visitors Bureau

Meghan Mooney  
Tanya Sanchez

**MUNICIPAL COURT**

Municipal Judge  
Municipal Court Clerk

Bobby Arther  
Shannon Arguello

**COMMUNITY SERVICES DEPT.**

Community Svcs. Dir.  
Acting Building Official  
Code Enforcement  
Animal Adoption Center

Vacant  
Scott Shed  
Art DeLaCruz  
Missy Funk

**PARKS & OPEN SPACES DEPT.**

POSD Director  
Parks/Cemetery  
Golf Course/Trail  
Sports Fields

Bryan Wagner  
Wade Whitehead  
Matt Hughes  
Dustin Sharp

**FINANCE DEPARTMENT**

Finance Director  
Assistant Finance Director  
Motor Vehicle Dept.

Toby Spears  
Deborah Corral  
Irene De La Cruz

**RECREATION DEPT.**

Recreation Director  
CORE  
Rockwind PGA Prof.  
Recreation Supt./Teen Center  
Senior Center

Doug McDaniel  
Lyndsey Henderson  
Ben Kirkes  
Michal Hughes  
Angela Courter

**FIRE DEPARTMENT**

Fire Chief  
Deputy Fire Chief

Manny Gomez  
Barry Young

**POLICE DEPARTMENT**

Police Chief  
Deputy Police Chief

John Ortolano  
Vacant

**GENERAL SERVICES DEPT.**

Gen. Svcs. Director  
Building Maintenance  
Electrician  
Garage  
Streets

Shelia Baker  
Tommy Trevino  
Shawn Smith  
Matt Berry  
Anthony Maldonado

**UTILITIES DEPARTMENT**

Utilities Director  
WWRF Supt.  
WWRF Maint. Supt.  
Utilities Admin.

Tim Woomer  
Bill Griffin  
Todd Ray  
Kaylyn Lewis

**HUMAN RESOURCES DEPT.**

H. R. Director  
Assistant H.R. Director

Nicholas Goulet  
Tracy South

## RISK MANAGEMENT/EXECUTIVE ASSISTANT REPORT

October, 2020

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Reviewed & processed for payment, monthly invoices for Work Comp/Liberty Mutual, General Liability/Travelers.

Participated in 4 conference calls w/Travelers assigned attorneys to review on-going claims.

Conducted monthly review of all open claims with city's insurance agent.

Endorsed 8 new vehicles and equipment to city's insurance policy.

Reviewed 10 Incident Reports from various city departments, associated police reports and video footage; established claims where required.

Reviewed and established 9 property damage claims on behalf of the City of Hobbs.

Issued multiple purchase orders to repair city vehicles.

Received and reviewed 8 Tort Notices.

Prepared various correspondence for the Mayor and City Manager.

Scheduled 42 meetings for the Mayor and City Manager.

Scheduled 9 meetings in staff meeting room.

Review and approve payroll timesheets.

Review, approve & post Library, & Cemetery agendas.

Notarized multiple documents for the public and city staff.

Processed one application for notary bond.

Assisted 78 callers to Mayor/City Manager's office requesting assistance, general info

Attended department head staff meetings on October 6, 14, 20 and 27, 2020.

Reviewed and processed for payment 15 social service agency quarterly invoices.

Completed Safety Training: United Way and Portable Fire Extinguisher.

Attended the Governor's press conferences on October 1, 8 and 15, 2020.



**CITY CLERK'S OFFICE MONTHLY  
REPORT  
OCTOBER 2020**

	Aug-20	Sep-20	Oct-20
<b>Business Registrations -New</b>	16	19	23
<b>Business Registrations - New Owner</b>	1	1	3
<b>Business Registraions- Change of Address</b>	4	4	5
<b>Renewals</b>	32	10	6
<b>Web Payment Renewals</b>	4	2	0
<b>Total Business Registrations Activity</b>	57	36	37
<b>Active Business Registrations for the Month</b>	1930	1944	1957
<b>Fireworks</b>	0	0	0
<b>Junk Yard Licenses</b>	0	0	0
<b>Liquor License</b>	1	2	11
<b>Mobile Business Licenses</b>	1	5	4
<b>Pawn Brokers</b>	0	0	0
<b>Secondhand Dealer's Licenses</b>	1	0	0
<b>Solicitor's Permit</b>	0	0	0
<b>Temporary Vendor's Licenses</b>	0	0	1
<b>Cemetery Deeds Issued/Processed</b>	39	41	33
<b>Public Documents Notarized</b>	145	143	102
<b>Public Records Request</b>	36	21	13
<b>Regular City Commission Meetings 10/5/2020 &amp; 10/19/2020</b>	2	2	2
<b>Special City Commission Meetings</b>	0	0	0
<b>City Commission Work Session/Closed Meetings</b>	0	1	0
<b>Notice of Potential Quorum</b>	0	1	0
<b>Resolutions and Ordinances Attested</b>	5	10	19
<b>Consideration of Approval</b>	2	6	3
<b>Total Volume of Transactions on Tyler Cashing</b>	307	263	259
<b>Total Amount</b>	\$ 309,961.39	\$ 540,858.66	\$ 257,427.67
<b>Web Payments Online for All Departments</b>	\$ 265.00	\$ 77.50	\$ 50.00
<b>Grand Total</b>	\$ 310,226.39	\$ 540,936.16	\$ 257,477.67



# Hobbs Express

Monthly Report - October 2020

NUMBERS REFLECT REDUCED ACTIVITY DUE TO COVID-19 HEALTH PANDEMIC AND SERVICE RESTRICTIONS

<b>Passenger Activity</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Sep-20</b>	<b>Oct-20</b>
No. of Elderly Passengers	460	418
No. of Non-Ambulatory Passengers	107	113
No. of Disabled Passengers	254	193
No. of Other Trips	869	976
<b>Total Passenger Trips</b>	<b>1690</b>	<b>1700</b>

Bus Route Trips	1357	1352
Rapid Line Trips	142	124
<b>Total Bus Route Trips</b>	<b>1499</b>	<b>1476</b>
<b>Total Demand Response/Paratransit Trips</b>	<b>191</b>	<b>224</b>
<b>Total Passenger Trips</b>	<b>1690</b>	<b>1700</b>

<b>Vehicle Statistics</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Sep-20</b>	<b>Oct-20</b>
Total Vehicle Hours	844.75	893.5
Total Vehicle Miles	12,318	12,636

<b>Revenue Collected</b>	<i>Prior Month</i>	<i>Reporting Month</i>
	<b>Sep-20</b>	<b>Oct-20</b>
Total Fares Collected	\$0.00	\$0.00



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
OCTOBER 2020**

**ENGINEERING DEPARTMENT**

The Engineering Department provides technical support to internal Departments & Public and oversees numerous major / minor capital improvements projects.

**Community Programs & Services:**

**Addressing Assignment:** The City provides addressing for habitable structures (permanent address) and non-habitable (temporary address). Starting in September 2019, the City is working with the County to take over addressing in the ETJ (*Extraterritorial Area*)

	This Month	2019 Total	2020 Total
<b>Permanent / Temporary Addresses:</b> <i>*Includes Master Subdivision Addresses</i>	5	244	106

**GIS-MAPPING DIVISION:**

The Division manages a Geo-database, which encompasses 1,000's of data features for the various categories. The Division is overseeing the Aerial LIDAR / Mobile LIDAR / Aerial Imagery project being performed by BHI (Bohannon Huston Inc.). A technical demonstration of our Mobile Lidar points is being hosted on a third party web-site visit <http://hobbslidar.com> (Note: launch in Google or Firefox web browser)

**ArcGIS Enterprise Server (Update):**

**Engineering Portal Map:** On Sept 22, the GIS division created a portal map for use by the Engineering and Planning Dept. during our closure in late September. This map has the most commonly used datasets on it and this map is going to be used as a starting point on creating a standardized MXD for the depts.

**Q3 Groundwater Model:** GIS division started work on the Ground Water Model for the Prairie Haven and Nadine reclaimed water usage sites. The maps show an algorithmically calculated groundwater lever for the area around our monitoring wells. The maps (in electronic form) were provide to the Utilities dept. for use in there quarterly report on Sept 21.

**El Jimador Buffer Map:** On Sept 1<sup>st</sup> the Clerk's Office requested a buffer map be produced for the El Jimador restaurant, who was trying to get a liquor license. These maps show a 300' buffer around the building and parcel of the business to help visualize if any educational or religious building/properties are within the buffer. This map was completed on Sept 17<sup>th</sup> for use in a public meeting on Oct 5<sup>th</sup>.

**2020 Fixed Asset:** On the week of Sept 7<sup>th</sup> the GIS division did its yearly fixed asset review and updates. The GIS division was able to standardize the naming and update attribute of several assets to simplify future fix asset reviews.



**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
OCTOBER 2020**

**PLANNING DEPARTMENT:**

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The following is a summary of the historical growth statistics.

**City of Hobbs Growth Statistics**

Land Development	2012	2013	2014	2015	2016	2017	2018	2019
Annexations (expressed in Acres)	3.62	92.89	101.9	1.37	1.31	0	163.23	0
Subdivisions (51)	0	5	3	8	1	3	1	5
Lots Gained	0	61	92	304	102	13	42	186
Summary Subdivisions (55)		42	43	44	33	42	31	47

City Commission Planning Summary:

October - The City Commission considered and approved the following action items:

- Adopted Ordinance #1126 annexing the Tract 2-A on North Grimes
- Published an Ordinance approving an REPA to convey Real Property Located at 3425
- Adopted Resolution #6988 approving a Developments Agreement with Lemke Homes in the amount of \$200,000 incentivizing the production of SF Homes.

Planning Board Summary:

October - The Planning Board reviewed and considered action on 5 items, reviewed 2 Sketch Plans and 1 discussion item in a Virtual Meeting:

- Public Hearing to Review and Consider a Special Use Map Amendment to create a Recreational Vehicle Park (RVP) Planning District per MC 18.04, located Northwest of the intersection of Navajo and Dal Paso at 500 E. Navajo.
- Review and Consider Final Plat Approval for Zia Crossing Unit 7, as submitted by property owner, Black Gold Estates, LLC.
- Review and Consider Final Plat Approval for Kass Glorietta, as submitted by property owner, Property Management Plus, LLC.
- Review and Consider Side Yard Setback Variance as submitted by property owner for property located at 2822 N. Carino.
- Review and Consider side yard setback and parking variance request for 101 E. Marland as submitted by Cardinal Laboratories, property owner.
- Second review Sketch Plan Liberty Hill 1 & 2 (primarily discuss Jefferson ROW)
- Second review Sketch Plan Ranchview Masterplan (primarily discuss Ranchland Alignment)
- Discussion Items: Illegal construction of a carport at 2704 N. Breckon.

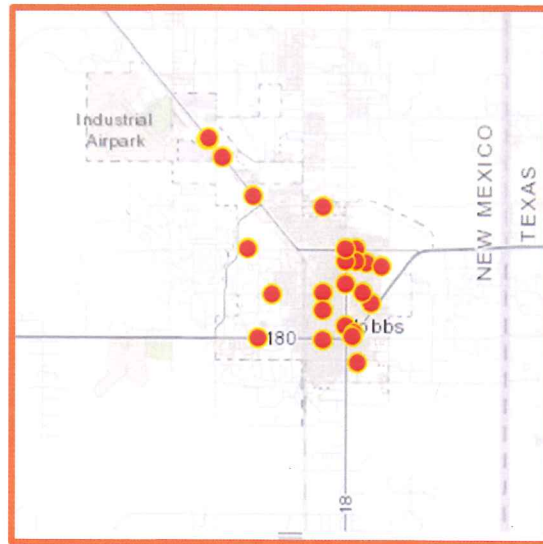
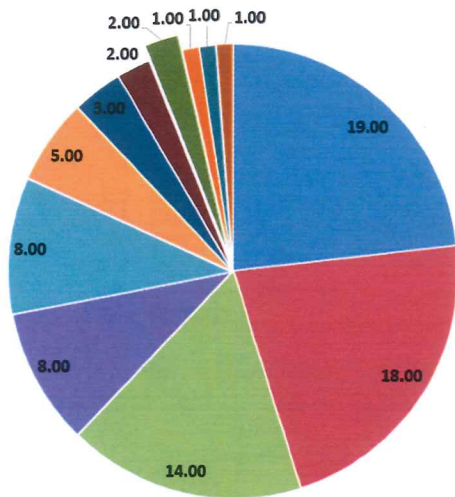


**ENGINEERING / PLANNING  
TRAFFIC / GIS-MAPPING DEPARTMENTS  
MONTHLY REPORT  
OCTOBER 2020**

**TRAFFIC DIVISION:**

The City of Hobbs has 42 traffic signals, 17 school zone flashers, 8 flashing beacons, 4 radar speed signs, 1769 STOP signs, 354 warning signs, 2429 street name signs, and 1771 other regulatory and informational signs to maintain and repair regularly.

**Total 1,296 tracked intersections**



*Figure 1 - Location Map of Work Performed*

- |                                  |                                   |                                    |
|----------------------------------|-----------------------------------|------------------------------------|
| ■ Cabinet Clean / Inspected = 19 | ■ Sign Install / Replace = 18     | ■ Pole Straighten / Re-bolted = 14 |
| ■ LED Module Replace = 8         | ■ New St. Name Sign Installed = 8 | ■ Int in Flash or Malfunction = 5  |
| ■ Repair Communication = 3       | ■ Safe Hit Install / Replace = 2  | ■ Solar Flasher / Speed Sign = 2   |
| ■ Breakaway Base Replaced = 1    | ■ Detector Adjusted = 1           | ■ Work Order = 1                   |

**Major Damage:**

**Lovington Hwy & Gerry:**

During the ice storm, two of the pedestrian poles were struck by vehicles; one incident was reported and the other was a hit-and-run incident. Also, a pedestrian crossing sign was struck near Millen.





## COMMUNICATIONS DEPARTMENT

### Monthly Report

### October 2020

#### **PRESS/MEDIA ACTIONS**

The Communications Department distributed the following press releases and P.S.A.s:

- Harry McAdams Campgrounds Closed (for construction)

#### **Other Press Actions:**

All public information is regularly shared on social media, on the website, and on the Hootboard kiosk located on the first floor City Hall lobby. We monitor and respond when necessary to likes, comments, messages, reach, and other online communication related to the City of Hobbs. See "OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS" for more info on social media posts.

- Radio interviews regarding CARES Act for Small Businesses
- HFD MDA Campaign video
  - Script writing
  - Scheduling with videographer and HFD
  - Casting
  - Directing
  - Editing with videographer
  - Publish final piece in several locations

#### **CARES Act To-Do List:**

- Partnership with Hobbs Chamber of Commerce and Hobbs Hispano Chamber of Commerce
- Pop-up window on hobbsnm.org homepage
- Email marketing designed and shared with Chambers
- CARES Act banner creation
- CARES Act event on Facebook page
- CARES Act banner on hobbsnm.org homepage
- Water bill flyer message
- Side "lip ad" every day in Hobbs News-Sun
- Commission meeting video clipped
- Social media posts
- Purchase orders
- Assist business owners in locating and understanding the process



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### October 2020

#### RADIO STATION, 99.3 KHBX

City of Hobbs departments and non-profits holding events and programs/activities were contacted and offered to have their announcements included on our radio station. Audio was taken from COVID-19 video(s) off Facebook for new recordings.

#### Current Radio Announcements

- Rockwind Community Links TFN
- COVID PSA Eng. & Span.
- Fly Hobbs COVID-19 – Missi Carrier
- Jan Fletcher COVID-19
- Manny Gomez COVID-19
- Municipal Court reopen hours COVID-19
- Parks Rec & Open Spaces COVID-19
- MVD open by Appt.
- United Way Lea County Strong
- United Way morning brew
- Neighborhood Clean-up Tanya
- NRC English ends Oct.
- NRC Span.
- Watering Restriction
- HFD CPR
- PSA Census Sesame Street
- PSA handwashing hero
- PSA social distancing superhero Eng. & Span.
- Animal adoption spaying and neutering
- Animal adoption feral cat
- Commission Calderon Clean-up Nov 21

#### CONVENTION VISITORS BUREAU MAIN FOCUSES

- New Mexico Tourism Go-To meeting for Clean and Beautiful on Tuesday's for update to help get COVID safe on the next clean up.
- Designed and have COVID safe mask made
- Worked with Keep America Clean and Beautiful on renewing membership
- Took Neighborhood Clean-up signs to different locations around Hobbs
- Workshop Future of Tourism Summit 10/06
- Work with Commissioner Fields for District 3 Neighborhood Clean-up
  - Radio Ads
  - Social Media Ads
  - Newspaper
- Neighborhood Clean-up District 3 with Commissioner Fields October 24th
- Made social media Facebook page for Neighborhood Clean-up and community notices
- Contacted Commissioner for the next Neighborhood Clean-up on November 21
- Webinar with New Mexico Tourism for Co-Op recovery grant
- Sent correspondence to Hobbs Hospitality Group about COVID-19 Safe Certified Programs
- Sent all updates to the Hospitality Group about changes due to COVID-19



## COMMUNICATIONS DEPARTMENT

### Monthly Report

### October 2020

- Continue to watch Safe Certified Programs and promoting all the details to the Hospitality Group.
- New Mexico True for visitors to be able to see what Hobbs and Lea County have to do in our area <https://www.newmexico.org/places-to-visit/regions/southeast/hobbs/>
- Called hotels and restaurants throughout Hobbs encourage them to partner with New Mexico True to help showcase Hobbs and Lea County and join NM COVID-Safe Programs and the benefits of joining. Also, received calls to clear up any current guidelines due to COVID-19
- Working on New Mexico Tourism Co-Op Recovery Readiness program #yeshobbs and #hobbsnm getting photos of Hobbs.

#### Listed Events

Currently, we are working on an event for next summer (Mo' Betta Golf Tournament)

## COMMUNICATIONS DEPARTMENT Monthly Report October 2020

### SOCIAL MEDIA INSIGHTS



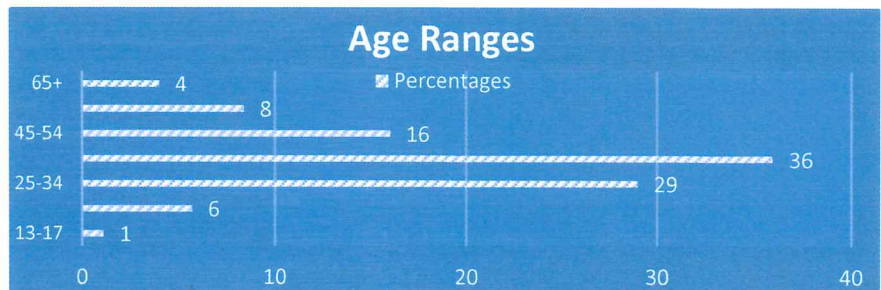
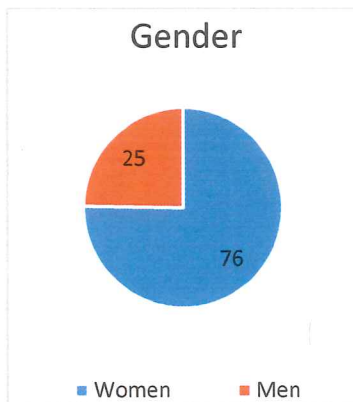
#### Facebook – last 28 days (October 7 – November 3)

Page Views	Post Reach (people reached)	Post Engagement	Page Likes
61% increase (2,089 total)	15% decrease (21,618 total)	13% decrease (8,762 total)	6% decrease (91 total new)



#### Instagram (September 21 - 28)

Reach	Impressions	Profile Visits	Interactions
809	2,553	62	67





## COMMUNICATIONS DEPARTMENT

### Monthly Report

### October 2020

#### OTHER DEPARTMENT DUTIES, FOCUSES, AND ACTIONS

- Shared creditable online mentions with different community organizations and City officials collected and sent by Meltwater
- Participated in the creation of several publications
- Director attends monthly Jaycees lunches to share upcoming City events/activities and network on behalf of the City of Hobbs (suspended for the time being)
- Director attends weekly Rotary meetings to share upcoming City events/activities and network on behalf of the City of Hobbs and serves as Public Image Chair on the Board
- Director serves on Rotary Club Board and attends monthly meetings (virtual for the time being, currently serving on the Virtual Meeting Committee)
- Attended numerous webinars
- Numerous notices for different departments and locations
- Website monitoring and updates communicated with I.T. Web Master
- Collaborated with IT Web Master updates to the COVID-19 webpage at [hobbsnm.org/update](http://hobbsnm.org/update)
- Regular invoicing and budgeting, including gathering quotes, processing payment, etc.
  - Contract renewals
- Viewed Virtual Commission Meetings
- Viewed Governor’s livestreamed press conferences via Facebook
- Regular cleaning and sanitizing of office areas to comply with CSP’s
- Photos ops
- Safety trainings
- Post employee milestone photos to social media accounts
- United Way Allocations orientation lunch
- Assist with virtual Board meetings (Cemetery and Library)

#### Livestreamed City Commission Meetings for October

View Hobbs City Commission Meeting online at [www.hobbsnm.org/videos.html](http://www.hobbsnm.org/videos.html).

	Viewers	Total Number of Viewers	Total Minutes
Recorded Viewers	85.4%	675	1450
Live Viewers	14.6%	115	2517
Total	100%	790	3967

Other continued projects and work include daily holiday announcements on social media, updating documents for hoteliers, conference calls, webinar training, etc.

# Total Type of Construction

for period ending October 01, 2020-October 31, 2020

<u>Type of Construction</u>		<u># of Permits</u>		
<b>Commercial</b>				
COMM MECHANICAL	C	6	21,150.00	857.50
COMM PLUMBING	C	6	9,000.00	391.00
COMM SEWER TAP & EXCAVATION	C	3	4,500.00	840.00
COMMERCIAL ADDITION	C	5	1,000,000.00	2,280.00
COMMERCIAL CARPORT	C	1	3,680.00	48.00
COMMERCIAL ELECTRICAL	C	19	27,150.00	1,222.00
COMMERCIAL REMODEL	C	2	122,500.00	468.00
COMMERCIAL RE-ROOFING	C	2	236,108.00	630.00
COMMERCIAL SIGN	C	2	21,000.00	100.00
COMMERCIAL STORAGE	C	1	139,600.00	420.00
INDUSTRIAL EXCAVATION	C	1	1,500.00	21.00
		<b>48</b>	<b>1,586,188.00</b>	<b>7,277.50</b>
<b>Residential</b>				
RES MECHANICAL	R	18	24,300.00	1,509.50
RES PLUMBING	R	21	31,500.00	1,086.00
RES SEWER TAP & EXCAVATION	R	3	18,000.00	1,370.00
RESIDENTIAL ADDITION	R	1	10,000.00	90.00
RESIDENTIAL CARPORT	R	4	23,371.00	260.00
RESIDENTIAL CURB CUTS	R	3	11,150.00	60.00
RESIDENTIAL DETACHED GARAGE	R	1	225,000.00	480.00
RESIDENTIAL DRIVEWAY	R	1	2,100.00	20.00
RESIDENTIAL ELECTRICAL	R	47	69,150.00	3,255.00
RESIDENTIAL FENCE	R	12	59,300.00	130.00
RESIDENTIAL MANUFACTURED HOME	R	1	4,000.00	60.00
RESIDENTIAL REMODEL	R	25	728,333.00	3,380.00
RESIDENTIAL RE-ROOF	R	21	171,124.00	1,750.00
RESIDENTIAL SINGLE FAMILY	R	13	2,108,026.00	5,320.00
RESIDENTIAL STORAGE	R	1	3,000.00	40.00
		<b>172</b>	<b>3,488,354.00</b>	<b>18,810.50</b>
		<b>220</b>	<b>5,074,542.00</b>	<b>26,088.00</b>

## CODE ENFORCEMENT NUMBERS FOR OCTOBER 2020

CODE WARNINGS 1394

CODE CITATIONS 25

CODE COMPLAINTS 142

ANIMAL WARNINGS 161

ANIMAL CITATIONS 33

ANIMAL COMPLAINTS 324

VEHICLES TOWED/PD 1

**Hobbs Animal Adoption Center  
City Manager's Monthly Report  
October 2020**

**20-Oct**

	Cats	Dogs
<b>Intakes:</b>		
Dead on Arrival	16	15
Stray	105	178
Transfer		18
Unwanted	27	68
Low Cost	55	42
Quarantine	1	9
<b>Total</b>	<b>204</b>	<b>330</b>

<b>Disposition:</b>		
Adopted	64	90
Died at Facility	5	
Dead on Arrival	17	16
Escape trap	1	
<b>Euthanized</b>	<b>20</b>	<b>29</b>
Rescued	40	110
Return Owner	2	45
Low Cost	53	47
<b>Total</b>	<b>202</b>	<b>337</b>



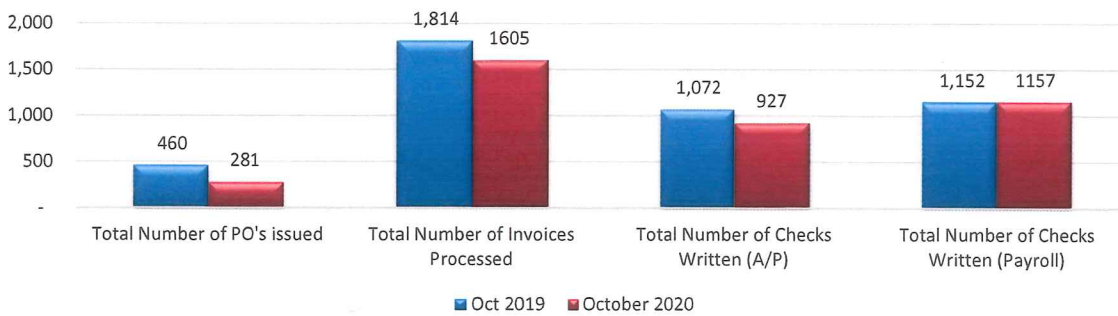
**Monthly Measurement**  
**Finance Department**  
**Fiscal Year 2021**

Cash Statistics	Oct 2019	October 2020
Beginning Cash Balance	\$ 128,167,703	146,401,171
Monthly Cash In (Revenue - all funds)	\$ 12,229,366	7,926,852
Monthly Cash Out (Expenditures - all funds)	\$ 8,617,738	10,921,062
<b>Ending Cash Balance</b>	<b>\$ 131,779,331</b>	<b>143,406,961</b>

**Finance Transaction Statistics**

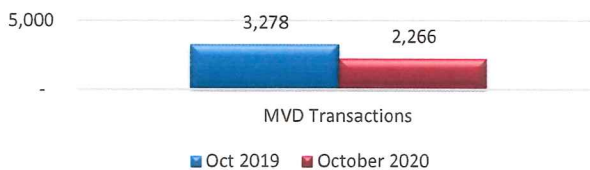
	Oct 2019	October 2020		
Total Number of PO's issued	460	281	daily average	12.77
Total Number of Invoices Processed	1,814	1605	daily average	72.95
Total Number of Checks Written (A/P)	1,072	927	weekly average	231.75
Total Number of Checks Written (Payroll)	1,152	1157	bi-weekly average	578.50

**Financial Transaction Averages**

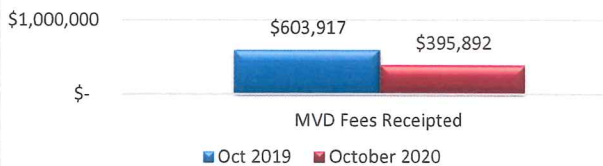


MVD Statistics	Oct 2019	October 2020		
MVD Transactions	3,278	2,266	daily average	103.00
MVD Fees Received	\$ 603,917	\$ 395,892	daily average	\$ 17,995.11

**MVD Transaction Averages**



**MVD Fees Received**



# FIRE SUPPRESSION/PREVENTION

October 2020

## ALARMS

Alarms (City)	77
Alarms (County)	40
Total Alarms	117

## FIRE RESPONSE BY STATION

Station 1	37
Station 2	24
Station 3	42
Station 4	14

## ZONES

Zone 1 (NW City)	36	Zone 5 (NW County)	1
Zone 2 (NE City)	7	Zone 6 (NE County)	14
Zone 3 (SE City)	24	Zone 7 (SE County)	1
Zone 4 (SW City)	10	Zone 8 (SW County)	12
Out of District 12			

## MOST COMMON DAY/TIME

Friday (1600 - 1659 hours)

## FIRE DEATHS/INJURIES

Fire Deaths - 0  
Fire Injuries - 0

## TURNOUT TIMES (Dispatch to Enroute)

Station 1	1:18
Station 2	1:18
Station 3	1:04
Station 4	1:08
<b>Average</b>	<b>1:12</b>

## STRUCTURE FIRES

Structure Fires - 2

## FALSE ALARM RESPONSE

False Alarms - 25

## AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station 1	4:00
Station 2	6:33
Station 3	4:03
Station 4	4:32
<b>Average</b>	<b>4:47</b>

## TRAINING HOURS

Fire Training	425
EMS Training	68

## PREVENTION PROGRAMS

Fire Investigations	5
Fire/Safety Inspections	46
Smoke Detectors Installed	2
Public Education Activities	0
Plan Reviews	4
Burn Permits Issued	3

# EMERGENCY MEDICAL SERVICES

October 2020

## EMS RUN BREAKDOWN

City Response	645
County Response	50
Total Responses	695

## ZONES

Zone 1 (NW City)	295	Zone 5 (NW County)	18
Zone 2 (NE City)	95	Zone 6 (NE County)	16
Zone 3 (SE City)	131	Zone 7 (SE County)	5
Zone 4 (SW City)	124	Zone 8 (SW County)	11

## AVERAGE RUN TIMES

Enroute:	1:48
At Scene:	5:31
To Destination:	17:57
Back in Service:	34:35

## MOST COMMON DAY/TIME

Thursday – 122 calls for service  
Tuesday – 27 calls from 15:00 – 17:59 hours

## MOST COMMON COMPLAINT

Falls - 73

## OUT OF TOWN TRANSFERS

Lubbock	13
Midland	1
Odessa	1
Roswell	13
Carlsbad	5
Artesia	1

## CARDIAC ARREST RESPONSES

Cardiac Arrest	7
ROSC	0

ROSC = Return of Spontaneous Circulation

## EMS BILLING

Collected	\$114,508.83
-----------	--------------

## Highlights for the month of October

- Completed LifeScan physicals for all HFD personnel
- 2 personnel attended Blue Card Command Train the Trainer course
- All officers completed 50 hour online Blue Card Command training class
- Created a Fill the Boot Campaign video with assistance from Meghan Mooney
- 1 Tanker parking warning issued by Fire Marshal's Office
- Occupancy calculated for 10 businesses by Fire Marshal's Office

# October 2020 General Services – Building Maintenance

## Work performed by City Carpenters

80	Replaced ceramic tile
1	Door Repairs
3	Door lock repaired
3	Ceiling tile water damaged
1	Move furniture
3	Door closer adjusted
6	Building repair
27	Roof inspection
1	Block wall repair
1	Roof repair
37	Work Orders

## Location of work performed

48	City Hall
1	D.M.V.
6	Police Department
9	Senior Center
13	Library
4	Municipal Court
1	CORE
19	Streets

Break down of work performed by the Electricians

14	Light repairs
3	AC repairs
26	Heater repairs
42	General electrical work
10	Nonelectrical work

Location of work performed

9	CORE
2	Library
1	Annex
4	PD
18	Fire stations
1	DA building
1	MVD
1	Rockwind
8	Water wells
31	Parks
1	Sr. Center
5	AAC
4	Hobbs Express

**October - 2020**

**General Services - Garage**

In October 2020 The City Garage had a total of 198 Repair Orders/Invoices. Of the 198 R.O./Invoices, 117 were repaired in house and 81 were out sourced. The monthly total outlay for the garage as well as subcontracted parts and labor totaled \$ 38,406.30 Below is a break-down by categories. The break-down includes all parts and labor.

<b>Work Performed</b>	<b># of City R.O./Inv</b>	<b># of Vendor R.O./Inv</b>	<b>Garage Parts \$</b>	<b>Garage Labor \$</b>	<b>Vendor Parts \$</b>	<b>Vndor Labor \$</b>	<b>Total \$</b>
AC/Heater/Vent	1	0	0.00	51.00	0.00	0.00	51.00
Instrument/Gauges	0	0	0.00	0.00	0.00	0.00	0.00
Complete Wash	1	2	0.00	34.00	8.70	213.90	256.60
Filters	2	5	45.00	68.00	312.28	0.00	425.28
Service Calls	15	0	15.95	1,292.00	0.00	0.00	1,307.95
Miscellaneous Maintenance	26	20	1,380.37	3,196.00	3,314.66	3,004.62	10,895.65
Brakes	4	10	0.00	238.00	4,347.08	2,486.00	7,071.08
Steering/Suspension	0	5	0.00	0.00	13.62	569.95	583.57
Tires	24	12	3,131.00	1,292.00	3,501.27	905.21	8,829.48
Wheels/Hub	1	2	16.11	34.00	249.02	400.00	699.13
Transmission	0	0	0.00	0.00	0.00	0.00	0.00
Charging System	19	4	1,527.08	969.00	1,487.27	40.00	4,023.35
Lighting	9	1	99.00	357.00	6.14	90.00	552.14
Preventive Maintenance	14	16	1,013.85	952.00	1,303.62	0.00	3,269.47
Lift Inspection	0	0	0.00	0.00	0.00	0.00	0.00
Cranking	0	1	0.00	0.00	407.60	0.00	407.60
Engine	1	0	0.00	34.00	0.00	0.00	34.00
Accident Repair	0	3	0.00	0.00	0.00	0.00	0.00
Safety Recall	0	0	0.00	0.00	0.00	0.00	0.00
Warranty	0	0	0.00	0.00	0.00	0.00	0.00
<b>Monthly Total</b>	<b>117</b>	<b>81</b>	<b>7,228.36</b>	<b>8,517.00</b>	<b>14,951.26</b>	<b>7,709.68</b>	<b>38,406.30</b>

	<b># of R.O./Inv</b>	<b>Parts</b>	<b>Labor</b>	<b>Total</b>
<b>City Garage Staff</b>	<b>117</b>	<b>7,228.36</b>	<b>8,517.00</b>	<b>15,745.36</b>
<b>Vendor</b>	<b>81</b>	<b>14,951.26</b>	<b>7,709.68</b>	<b>22,660.94</b>
	<b>198</b>	<b>22,179.62</b>	<b>16,226.68</b>	<b>38,406.30</b>

# Street Department Monthly Report October 2020

Break down of work performed by the Street Department Crew:

Man Hours	Activity
418 Hrs.	Street Sweeping
72 Hrs.	Building Brooms
72 Hrs.	Cold Mix Patching
32 Hrs.	Crack Seal
6 Hrs.	Street Complaints
248 Hrs.	Alley Complaints
96 Hrs.	Storm Sewers & Inlets
10.5 Hrs.	Work for police dept.
70 Hrs.	Equipment Maintenance
32 Hrs.	Maintenance
64 Hrs.	Working in the Welding Shop
96 Hrs.	Street Grading
72 Hrs.	Work for Bldg. Maint.
64 Hrs.	Stocking Material
16 Hrs.	Meetings
89.5 Hrs.	Hauling Trash

The total amounts of material hauled or used:

Quantity	Material
296 YDS.	Sweepings
150 LBS	Pollex24 3 Rubber
384 YDS.	Alley material
5 YDS.	Cold Mix Used
570 YDS.	Recycling Material
59,940 Gal.	Brine
362 YDS.	Trash Hauled
150 LBS	SUPER SACK USED (BTAP)
6 YDS.	Hot Mix Used

Calls responded to:

Number	Type
9	Dispatched – accidents, spills, debris
8	Call Requests



City of Hobbs  
Human Resources Department  
October 2020 Departmental Re-cap  
City Managers Report

<b>Recruitment:</b>	October 2019	October 2020
• Applications Received/Reviewed	338	231
• New Hires	13	9
• Re-Hires	6	4
• Transfers/Promotions/Demotions	12	11

<b>Personnel Actions:</b>	October 2019	October 2020
• Performance Reviews	48	23
• Retirements	3	1
• Terminations	7	11
• Other(certs, shift moves)	6	7
• Educational Incentives	--	2

**New Position Postings in October:**

- |                                  |                            |
|----------------------------------|----------------------------|
| ANIMAL ADOPTION CENTER ASSISTANT | PARKS MAINT LEAD WKR       |
| ATTENDANT                        | POLICE CAPTAIN             |
| CORE KIDS LEAD SPC               | Pool Maintenance Attendant |
| CORE KIDS SPECIALIST             | Pool Manger                |
| DEPUTY CHIEF                     | Sports Specialist          |
| Fitness Specialist               | UTILITY SYSTEM SPECIALIST  |
| HR ASSISTANT                     |                            |
| NON-CERTIFIED FIREFIGHTER-EMT    |                            |

**Training:**

- Fire Extinguisher Training
- Driver Safety
- United Way Presentation

**Team Involvement:**

- HR Team conducted Bilingual Training utilizing COVID Safe Practices
- HR Team processed the vendors presenting healthcare options for the City of Hobbs
- Worked with the Finance Department on several items included in BAR 2
- Conducted the United Way Project You Campaign for the City resulting in a substantial increase for 2021
- Provided support and guidance for supervisors and staff regarding COVID-19 concerns/issues



# Information Technology Department

**Ron Roberts – IT Director**

**Christa Belyeu – Asst. IT Director**

**Joe Amador – Webpage Specialist**

**Jeff Sanford – Comm. Specialist**

## Daily operations, responsibilities, and policies

### ➤ **Technology Policies**

### ➤ **I.T. Equipment** (24 City of Hobbs facilities)

- Purchasing
- Installation
- Maintenance
- Training
- Research and Development/Planning

### ➤ **Computer**

- Servers (61) (31 physical / 30 virtual)
- Offsite replication
- Desktops (450)
- Laptops (225)
- Tablets (130)
- Point of Sale systems
- Credit Card devices
- Peripherals
  - Printers
  - Scanners/Fax
  - Cameras
- Data backup

### ➤ **Public Safety**

- Police
  - 2-way radio communications
  - Emergency Alert System (Radio/TV)
  - Communications interoperability equipment
  - Document Imaging
- Fire
  - 2-way radio communications
  - Paging/Tone out equipment
- Emergency Operations Center
  - Radio communications
  - Logistical Support

### ➤ **Two-way radio equipment** (620)

- Administration
- Programming
- Repair
- Installation
- Control Equipment (7 sites)
- Mobile (250 radios)
- Portable (370 radios)

**Matt Blandin – Security/Comp. Spec.**

**Frank Porras – Computer Specialist**

**Gabriel Jurado – Computer Specialist**

## **Wide/Local area networking administration**

- Firewalls
- Routers
- Switches
- Security appliances
- Cabling
- Fiber Optic connectivity (*leased and City owned*)
- Cyber Security

### ➤ **Email**

- Account Administration
- SPAM filtering
- Intrusion protection

### ➤ **Internet Access**

- Web access and content filtering
- DSL connections
- Remote access

### ➤ **Wireless Networking**

- Point to point
- Wi-Fi Access points

### ➤ **Web Page Design** (City of Hobbs, Police, Fire, CORE, Library)

### ➤ **Telephone Equipment** (all City locations)

- Splash Pad 911 Call boxes

### ➤ **Outdoor Warning Equipment**

- Warning Siren/Public Address (33 locations)

### ➤ **Facility alarm systems** (all locations)

### ➤ **Copy Machines** (35) (all locations)

### ➤ **Outdoor Public Bulletin Boards** (3 units)

### ➤ **Audio/Video**

- Commission Chambers
  - Livestream regular, special and work session meetings.
- Meeting Rooms
- Portable
- Cable TV
- Video/Virtual conferencing
- KHBX LP radio station and remotes

## Accomplishments for Oct. 2020

- 97 Request for service
- 96 Completed
- 17 Email related
- 7 hardware related
- 1 internet related
- 4 network related
- 11 password resets
- 5 phone related
- 6 radio related
- 1 projects related
- 17 software related
- 22 User Setup
- 6 others

## Special accomplishments:

- Setup equipment for modified live commission meetings.
- Setup virtual board meetings for public live streaming.
- Assisted with departmental web cameras, virtual meetings, conferences and remote access.
- Built and/or installed 6 new computers
- Rebuild Clerk's webpage.
- Built new tablet computers for General Services.
- Adjusted email filters to combat on going cyber attack.



**CITY ATTORNEY'S OFFICE**

200 East Broadway  
Hobbs, New Mexico 88240

575-397-9226  
575-391-7876 fax

**ATTORNEY/CLIENT PRIVILEGED INFORMATION PURSUANT TO  
RULE 16-106 NMRA**

**CITY ATTORNEY'S REPORT**

October 2020

**Mission Statement:**

To zealously represent the City of Hobbs and its departments in all legal matters. To create a culture of adherence to the strictest standards of ethics; and to foster an atmosphere where laws are formulated and enforced equally, with respect and dignity for all people.

**Duties Required by Law:**

The City Attorney's duties are outlined in Hobbs Municipal Code Section 2.08.070. In compliance with those duties, the City Attorney's Office provided assistance and legal advice both verbally and in writing to the Mayor, City Commission, City Manager, department heads and staff on various legal topics for the month of October. The substance of this advice is not disclosed herein as it likely constitutes "Attorney/Client Privilege" pursuant Rule 16-106 NMRA.

**Public Meetings:**

In an effort to provide legal guidance to the City Commission and all advisory boards, each attorney with the City Attorney's Office is required to serve as legal advisor to an assigned public body. The role of the assigned attorney is not to conduct the affairs of the public body, rather, it is to ensure compliance with the Open Meetings Act (NMSA 1978, §10-15-1, et seq.) and the various sections of the Hobbs Municipal Code that apply to the given public body.

For the month of October 2020, the public meetings attended by the City Attorney's Office were:

- ❖ Hobbs City Commission – Efren Cortez (10/5 and 10/15)
- ❖ Cemetery Board – Erik Scramlin (10/14)
- ❖ Community Affairs Board – (N/A)
- ❖ Library Board – (N/A)
- ❖ Lodger's Tax Board – (N/A)
- ❖ Planning Board – Erik Scramlin (10/20)
- ❖ Utilities Board – (N/A)

The contributions to the public meetings by the City Attorney's Office were:

❖ Public Hearings/Presentations	2
❖ Agenda Items drafted	2
❖ Resolutions Drafted	3

The City Attorney's Office is charged with ensuring compliance with New Mexico State Statutes requiring local government compliance. Some of these laws include the Inspection of Public Records Act (NMSA 1978, §14-2-1, et seq.), the Governmental Conduct Act (NMSA 1978, 10-16-1, et seq.), the Procurement Code (NMSA 1978, §13-1-1, et seq.), and the Open Meetings Act (NMSA 1978, §10-15-1, et seq.)

❖ Procurement Review	12
❖ Contract Review	17

**Litigation:**

The City Attorney's Office engages in litigation both in the criminal and civil settings. Unlike many public law offices, the City Attorney's Office engages in the practice of law in a multitude of legal disciplines. The spectrum of cases handled by the City Attorney's Office requires that each attorney in the office develop and retain a variety of skills and abilities so as to provide competent representation to the organization in any given case.

Legal Assistant, Georgia Cherney, is in charge of calendaring all events for the attorneys, gathering all necessary documents for litigation, assisting in the management of the budget, and various other tasks that greatly assist operations for the City Attorney's Office. Assistant City Attorney, Rocio A. Ocano, is primarily tasked with representing the City of Hobbs as "plaintiff" in criminal matters filed in the Hobbs Municipal Court. Assistant City Attorney, Valerie S. Chacon, is primarily tasked with representing the City of Hobbs in property disputes and other civil issues. Deputy City Attorney, Erik M. Scramlin, is primarily tasked with representing the City of Hobbs in civil matters and providing training opportunities to staff. City Attorney, Efren A. Cortez, is primarily tasked with advising management and elected officials on legal issues and also oversees operations of the City Attorney's Office.

For the month of October 2020, the litigation activity of the City Attorney's Office is as follows:

❖ Pretrial Release Hearings:	1
❖ Probation Violations:	1
❖ Pretrials (Pro Se):	144
❖ Pretrials (Attorney):	29
❖ Trials:	62
❖ Dangerous Dogs/Petitions:	0
❖ DWI Cases:	18
❖ Appeals in District Court:	0
❖ Pleadings:	282
❖ Condemnation Reviews	2
❖ Property Acquisition Reviews	2
❖ Property Document Reviews	4

❖ Property Correspondence	0
❖ Foreclosures Filed	0
❖ Property Liens Filed	0
❖ Civil ADR:	0
❖ Demand Letters:	2
❖ Misc. Hearings (Mun./Dist./Fed.):	0
❖ Trainings:	1
❖ Witness Interviews:	4
❖ In-office consultations:	2
❖ Discovery Submissions:	20
❖ Letters/Correspondence:	1,135

**Areas of Notoriety:**

- ❖ The City Attorney’s Office continues to prosecute cases in the Hobbs Municipal Court through in-person prosecutions utilizing the Court’s Covid-safe practices.
- ❖ Personnel at the City Attorney’s Office continue to work primarily remotely in response to the COVID-19 pandemic but are actively seeking to implement long-term strategies aimed at efficiency and client collaboration.

Thank you for your time and consideration regarding the matter. On behalf of the staff of the City Attorney’s Office, it is a sincere honor to serve the City of Hobbs as its legal team.

Respectfully,

*/s/ Efren A. Cortez*  
 Efren A. Cortez  
 City Attorney

# CITY MANAGER'S REPORT

October, 2020

Hobbs Public Library

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**CIRCULATION:** 6,599**CIRCULATION BY MATERIAL TYPE:**

Books and Periodicals	3,372
Audio Books & Music	279
DVDs	2,546
E-Books/E-Audio (OverDrive & Gale)	402

**CIRCULATION BY PATRON TYPE:**

Adult	4,114
Juvenile	910
Senior Citizen	1,088
Used in Library	487

*Total Children's Items Circulated* 1,863

*Total Adult Items Circulated* 4,736

**CIRCULATION WITH OTHER LIBRARIES:**

	Borrowed	Loaned
Interlibrary Loans	0	0
ELIN Loans	13	16

Patron Visits	3285
Overdue Notices Sent	206

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**PROGRAMS & PUBLIC SERVICES:**

Programs Provided	0
Attendance	0
Passive Programming	462
Meeting Room Use	7

Web Site Usage	4101
HPL Database Usage	1322
Reference Questions	124
Public Computer Use	482
Board Games	3

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**PATRON PROFILES:**

Adult	21,750
Juvenile (Under 18 Years)	4,099
Senior Citizens (62+ Years)	4,234
Temp ELIN	2,234
<b>Total Active Borrowers</b>	<b>32,317</b>

**RECEIPTS:**

Materials Paid For	\$31.21
Fines & Fees	\$335.30
Copy Machine & Public Printouts	\$426.85
<b>Total</b>	<b>\$793.36</b>

Library Patrons Added This Month 31

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**ITEMS ADDED:**

Total Items Added	725
Items Weeded	325

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**HOLDINGS:**

Total Library Holdings 152,008

**City Manager's Report  
Municipal Court - October 2020**

Monthly Cases:

Traffic Citations	1082
Misdemeanor Citations	57
Environmental Citations	67
Fire Code Violations	0
AGG. DWI	0
DWI – 1 <sup>ST</sup>	<u>2</u>
Total	1208

Courtroom Activity:

Video Arraignments (Jail)	89
Court Appearances – A.M.	33
Court Appearances- P.M.	192
Virtual Court	12
Pretrial Court Appearances – A.M.	64
Pretrial Court Appearances – P.M.	66
Attorney Pretrial	34
Trial Cases	<u>40</u>
Total	530

Other Activity:

Summons issued	643
Warrants issued	<u>481</u>
Total	1124

Fines/Fees Assessed:

Fines	\$147,396
Penalty Assessment Fee	8,890
Automation Fee	6,024
Judicial Education Fee	3,012
Correction Fee	20,140
DWI Prevention Fee	150
DWI Lab Fee	170
Copies/Misc. Fee	<u>0</u>
Total	\$185,782

Fines/Fees Collected:

Fines	\$48,283.00
Penalty Assessment Fee	6,752
Automation Fee	4,687.34
Judicial Education Fee	2,350.50
Correction Fee	15,405.16
DWI Prevention Fee	310
DWI Lab Fee	160
Copies/Misc. Fee	3.00
Restitution	<u>0.00</u>
Total	\$77,951.00

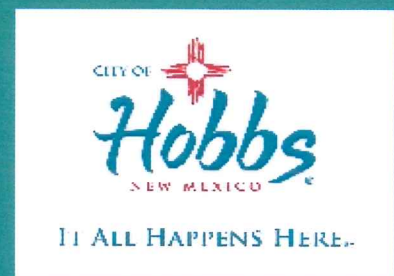
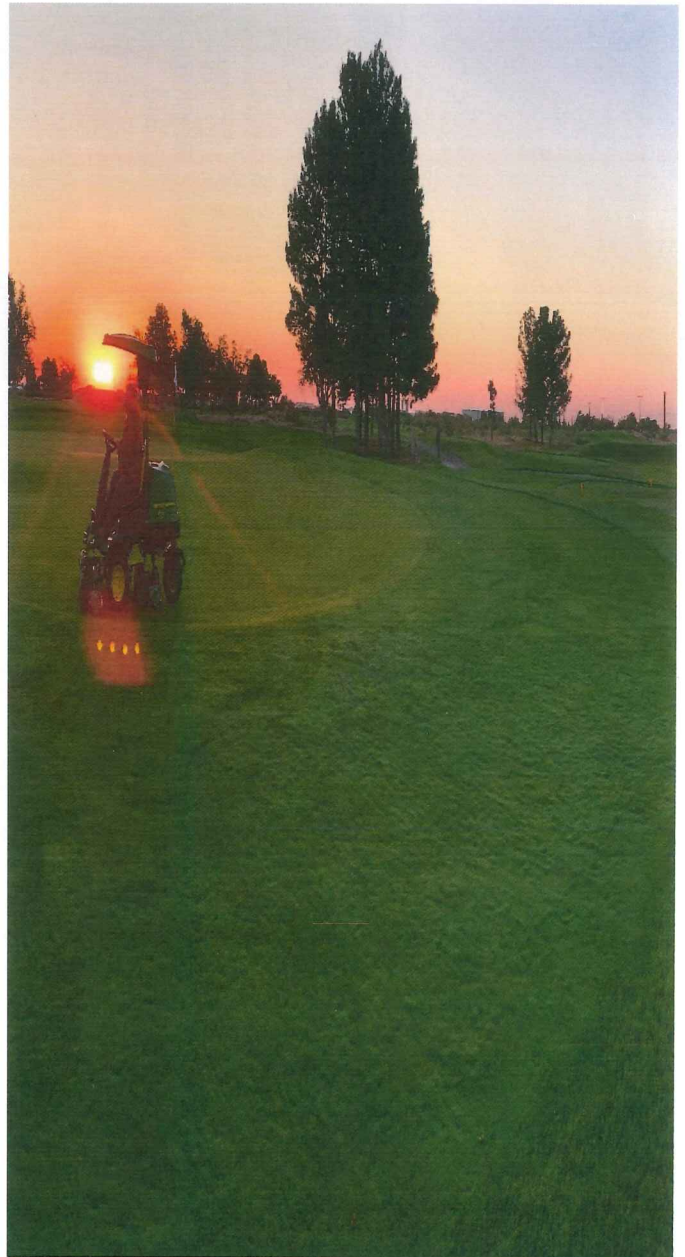
## City Manager - October Report

# 2020

- 
1. Sports aerated turf at Mackey, Washington and Zia fields and fertilized Jefferson, MLK and Washington fields
  2. Cemeteries had 13 Interments and 26 foundations poured
  3. New employee started at Cemeteries – Adrian Baeza
  4. New Employee started at Parks – Samson Shije
  5. Graffiti removed at 20 locations
  6. Winter season flowers planted at Marque and Turner Landscapes
  7. Rockwind topdressed greens
  8. Installed new decking on a trailer
  9. Electrical renovations at McAdams Campground started
  10. POSD assisted with Movies Under the Stars this month and had a booth at the Halloween Drive Thru Event
  11. Started tree trimming at Boone Cemetery

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**Parks & Open Spaces Department**  
**Authored by: Bryan Wagner**







THE CITY OF  
**HOBBS, NEW MEXICO**

4827 NORTH LOVINGTON HIGHWAY  
RECREATION DEPARTMENT

HOBBS, NEW MEXICO 88240  
(575) 397-9291

**Recreation Department  
Monthly Report - October 2020**

**Divisions**

CORE  
Older Americans  
Recreation  
Rockwind Clubhouse  
Teen Center

**CORE**

The CORE experienced a steady October and only saw an irregular drop in participation due to 3 days of poor weather which resulted in closures. Fitness classes continue to be successful with Spinning being the most popular. The new instructor attracted so many students that this class quickly exceeded the capacity in the Fitness Studio and had to be moved to the gym which has a much bigger capacity. The class regularly has 15+ students in attendance and also fills to a capacity of 20. There were two session of swim lesson sessions in October with good participation. The final session of the year will be held in November with swim lessons resuming in January. The CORE showed support for Breast Cancer Awareness and Paint the County Pink by wearing pink uniforms for the entire month. Despite not being able to hold the Spooktacular Halloween event, CORE staff really enjoyed participating in the Halloween Safe Stop with other Departments at the Broadmoor Center on the afternoon of Friday, October 30. Average hourly participation for the month was 60 with average daily participation of 331.

**Revenue and Participation**

Description	Oct 1 to Oct 31, 2020
Fitness Unlimited	1
Day Passes Sold	197
Week Passes Sold	2
Month Passes Sold	71
Annual Membership Attendance	850
Monthly Membership Attendance	8,083
Month-to-Month Pass Attendance	500
Swim Lessons - Sessions	565
Swim Team Members	45
Wellness Pool	109
kidWATCH	441
kidFIT	448
Group Classes (ie: Yoga Fitness, TRX, Zumba, BarreFit, Cardio Dance Fit, Hop It Up, etc.)	184
Special Events (ie: Easter Egg Dive, Spooktacular, etc.)	700
<b>Total Participants &amp; Visits</b>	<b>12,196</b>
Revenue	31,379.10

## Membership Recap

New Memberships	
Month Ending:	Oct-20
Memberships Sold in Month	103
Membership Counts	
Month Ending:	Aug-22
Family Memberships	797
Individual Memberships	266
Total Memberships	1,063
Total Individual Members	6315

There were 103 new memberships in October, making a total of 1063 Active Members.

There are currently 6315 Active Members who have either a recurring monthly membership or an annual membership.

## Summary of Visits and Tours

Member Visits	9,148
Guest Visits	983
Classes	Approximately 185 Participants
Tour Participants	13
Private Rentals	Approximately 0 Facility Rentals from Oct 1 to Oct 31 with \$ in revenue including deposits for future events through November 2020 as of 10/31/2020
Rentals Count	0

There was a total of 13 tours with a total of 24 participants.

Fitness is hosting 7 classes and offering personal training sessions as well.

### Senior Center

The Senior Center continues the daily mission of providing meals to the senior citizens in our community. Below is some information for October 2020:

	<b>Meals:</b>	<b>Meal Donations Received:</b>
October 2020 Grab N Go Meals	2,306	\$2,338.00
October 2020 Home Delivered Meals Served	<u>2,475</u>	<u>\$1,689.41</u>
	4,781	\$4,027.41

Any meals that are not delivered or consumed each day are frozen. These frozen meals are then distributed on Fridays to the most vulnerable home bound seniors to have as a weekend meal. Senior Center staff distributed a total of 166 of these frozen meals in October.

The Hobbs Senior Center served 376 individual Senior Citizens a total of 4,781 meals for the month.

Renovations: The meal site restroom remodel project is ongoing. The roof, HVAC, and electrical project is near completion at this time. During our recent ice storm, there were no leaks spotted during the subsequent melt.

### Recreation

- Recreation staff hosted Movies Under the Stars at HIAP on October 16. A short 30 minutes movie, just for children, was shown first followed by the movie, Beetlejuice.
- Recreation staff also participated in the Halloween Safe Stop event on Friday, October 30. This was a drive through event and participating Departments from throughout the organization were located at the Broadmoor Center instead of the hosting the usual Safe Stop trick or treat activities at individual facilities.
- New chemical controllers have been installed at Heizer and Humble Pools.

- Staff continues to monitor aquatics facilities and complete any necessary day to day routine maintenance that is needed.
- The City of Hobbs has entered into an agreement with Halff & Associates of Austin, Texas, to conduct a feasibility study of seasonal aquatics facilities.

### Rockwind Community Links Clubhouse

Department	Dapt Code	Qty	Retail Value	Discount	Pre-Tax Value	Cost Of Goods	Tax TTL	Extension
Golf Equipment Rentals	31432	68	\$352.24	\$0.00	\$352.24	\$0.00	\$17.76	\$370.00
Driving Range	31430	401	\$2,165.91	(\$11.42)	\$2,154.49	\$0.00	\$109.01	\$2,263.50
Golf Cart Rental Fees	31431	1430	\$19,461.34	\$0.00	\$19,461.34	\$0.00	\$982.30	\$20,443.64
Green Fees	99999	1988	\$19,392.75	\$0.00	\$19,392.75	\$0.00	\$981.32	\$20,374.07
Hard Goods Sales	31410	659	\$19,995.90	(\$486.47)	\$19,509.43	\$14,324.52	\$976.20	\$20,485.63
Membership Fees	31420	2	\$1,333.32	\$0.00	\$1,333.32	\$0.00	\$66.66	\$1,400.00
Soft Goods Sales	31401	504	\$9,015.31	(\$184.52)	\$8,830.79	\$5,348.57	\$442.32	\$9,273.11
Food & Beverage	31441	145	\$257.26	(\$27.78)	\$229.48	\$101.14	\$12.27	\$241.75
Totals for Revenue		1197	\$71,974.03	(\$710.19)	\$71,263.84	\$19,774.23	\$3,587.86	\$74,851.70
Grand Total:		1197	\$ 71,974.03	\$ (710.19)	\$ 71,263.84	\$ 19,774.23	\$ 3,587.86	\$ 74,851.70

Notes and Projections: Rockwind hosted two events in October, The First Tee Game Changer Scramble and Rockwind's own Last Chance Scramble. The First Tee event had a total of 26 four-person teams who participated. The Last Chance Scramble had 50 two-person teams that competed in this two day event which proved to be very popular. Total rounds played at Rockwind in October increased by approximately 300 when compared to October 2019. Merchandise sales also increased by \$9,606.53 which resulted in an overall increase in revenue of \$15,920.81.

KEY PERFORMANCE INDICATORS	Oct-20
Total Pre-Tax Revenue	\$71,263.84
Total Rounds	1988
Avg Green Fee plus Cart Fee per Round	\$20.21
Total Merchandise Sales	\$28,340.22
Merchandise Sales Per Round	\$14.26
F&B Sales Per Round	\$ 0.12
COGS Hard Goods	73%
COGS Soft Goods	61%
COGS F&B	44%
Rounds w/Carts	72%
Total Revenue per Round	\$ 35.85

#### GREEN FEE BREAKDOWN

EZLinks Prepaid	0		
GolfNow Prepaid	0		
Summary for EZLinks Prepaid	0		
Player's Pass 18 Walk	270	Punch Pass	27
Summary for Player's Pass	270	Summary for Punch Pass	27
L/I Rock Adult Resident	235	Rain Check	3
L/I Rock Adult Non-Resident	0	Summary for Rain Check	3
L/I Rock Jr. Comp w/Adult	17	Resident 18	576
L/I Rock Junior Resident	0	Resident Junior	16
L/I Rock Junior Non Resident	0	Resident Senior 18	190
L/I Rock Replay	0	League Fee	17
L/I Rock Player's Pass	0	Complimentary Round	2
L/I Rock Team Comp	0	Resident Twilight	214
FootGolf Adult	0	Team Practice Round	100
FootGolf Junior Comp	0	Resident 9	118
Summary for Par 3	252	Marshal/Team Green Fee	14
Public 18	144	Resident Replay	4
Public 9	4	Summary for Resident	1251
Public Junior	5	Tournament Fees	0
Public Senior	9	Summary for Tournament - Public	0
Public Twilight	21	Grand Total:	1988
Public Replay	0		
Spectals	0		
Youth on Course	0		
PGA/GCSAA COMP	2		
Summary for Public	185		

### Teen Center

- Teen Center staff continues to be temporarily assigned to assist other Divisions in the Recreation Department as well as other Departments within the City.
- The Teen Center will serve as a voting site during the November 2020 general election.



# HOBBBS POLICE DEPARTMENT

November 4, 2020

To: Jeff Moyers, Lieutenant of Support Services

From: Lorena Brito, Records Administrator

Re: HPD Oct 2020 Stats

	TOTAL	TOTAL	%CHNG	Year to Date	Year to Date	%CHNG
Oct 2019/2020	RPTS	RPTS		2019	2020	
			2019/2020			
	2019	2020				
REPORTED CRIMES	469	428	-9%	4,380	4,296	-2%
CALLS FOR SERVICE	4,101	4,070	-1%	41,428	42,241	2%
ARRESTS	327	292	-11%	2,896	3,127	8%
MURDER	1	0	-100%	7	1	-86%
RAPE	4	2	-50%	35	23	-34%
ROBBERY	4	2	-50%	21	30	43%
ASSAULTS AND BATTERY	74	81	9%	921	756	-18%
BURGLARY	39	62	59%	324	577	78%
LARCENY	50	44	-12%	444	449	1%
SHOPLIFTING	77	66	-14%	371	393	6%
AUTO THEFT	15	19	27%	152	168	11%
ARSON	0	0	0%	3	5	67%
FORGERY	0	1	100%	7	6	-14%
FRAUD	6	9	50%	68	89	31%
EMBEZZLEMENT	2	2	0%	31	10	-68%
REC. STOLEN PROPERTY	0	0	0%	14	3	-79%
VANDALISM	42	60	43%	452	658	46%
WEAPONS OFFENSES	3	1	-67%	34	26	-24%
DOMESTIC VIOLENCE	34	42	24%	400	341	-15%
ASSAULTS/BATTERY ON PO	1	2	100%	62	57	-8%
SHOOTING AT/FM MV OR DWELLING	0	2	100%	31	27	-13%
CITATIONS ISSUED	1,016	1,500	48%	9,423	13,565	44%
DWI	17	10	-41%	134	121	-10%
TRAFFIC CRASHES	151	68	-55%	1,108	826	-25%

# UTILITIES DEPARTMENT

WATER DEPARTMENT		2019		2020	
<u>CLASS</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2019</u>	<u>ACTIVE ACCOUNTS</u>	<u>Billed gallons</u> <u>September 2020</u>	
Residential	11,203	77,208,287	11,586	119,281,590	
Commercial	1,790	45,740,998	1,820	48,748,911	
City Accounts	216	11,443,155	215	20,447,943	
School Accounts	56	4,212,917	58	10,726,917	
Irrigation	251	6,785,458	253	9,898,064	
	<b>13,516</b>	<b>145,390,815</b>	<b>13,932</b>	<b>209,103,425</b>	

LABORATORY	October 2019	October 2020
Total Drinking Water Tests	56	48
Total Wastewater Tests	744	764
Liquid Waste Received (gallons)	559,761	177,803

WASTEWATER RECLAMATION FACILITY		
Influent (Million Gallons)	99.710	90.912
Effluent (Million Gallons)	98.596	85.090
Solids Removed (Dry Pounds)	32,839	0
2019 pounds low due to starting new digesters.		
2020 pounds at zero due to new digesters larger volume and fewer centrifuge runs.		

## WATER PRODUCTION REPORT

WATER PRODUCED	
Total monthly water produced, million gallons	255,564,000
Total monthly water distributed, million gallons	201,411,000
CHLORINE	
Monthly chlorine average residual, milligrams/liter	0.56
Monthly chlorine gas dosed to system (lbs)	1,559
MICROBIOLOGY	
Bacteria tests, routine	40
Positive results	0
PUBLIC SERVICE	
Customer complaints, investigated	0
Customer complaints, resolved	0
Low water / pressure issues	0
Emergency call outs (from 5:00 pm to 7:00 am & weekends)	0

**Comments:** Progressing with the installation of the New SCADA System, nearing completion. Due to the travel restrictions, we have completed 1/2 of the NMED Sanitary Survey Inspections, part 2 pending.

## UTILITY MAINTENANCE OCTOBER 2020

### WORK DESCRIPTION

Meter lid replacement	40
Meter box replacement	30
Meter stop / valve replacement	20
Meter change out 3/4"	100
Meter change out 1"	0
Meter change out 2"	2
Meter change out 3"	3
Meter change out 4"	1
Meter change out 6"	0
Set new 3/4" meter	50
Set new 1" meter	0
Set new 2" meter	1
Set new 3" meter	0
Set new 4" meter	0
Set new 6" meter	0
Service lateral leaks/repair	100
Service lateral replacement	5 Qty. - 40 feet
New Service Lateral	4 Qty. - 50 feet
Low water pressure investigation	5
Water quality investigations	2/Air in Line
Main line leaks/repair	15
Main line replacement (feet)	40
Valve maintenance	55
Valve new install/replacement	45
Fire hydrant maintenance	250
Fire hydrant repair/replacement	2
Fire hydrant meter maintenance	2
Fire hydrant meter set	4
New fire hydrant installed	4
Vehicle/equipment maintenance hours	20
Unaccounted/unmetered water loss	1,500,000
Miscellaneous afterhour calls	10
Emergency Call Outs (From 5:00pm to 7:00am)	95

### WORK DESCRIPTION

### QUANTITY

Manhole maintenance	76
Manholes cleaned	80
Sewer main line cleaned	38,696
Sewer stoppages	49
Sewer main line video inspections	3
Odor complaints	0
Sewer pre-treatment additives	15 gallons
Property damage from sewer	0
Sewer main line repair/replacement	4

New sewer main line installation	0
New backflow valve installation	0
Backflow valve maintenance	0
Lift station maintenance	72
Emergency call out (from 5:00 pm to 7:00 am)	18

<b>UTILITIES MONTHLY PLUMBER REPORT OCTOBER 2020</b>	<b>QUANTITY</b>
Sewer stoppages	10
Odor complaints	0
Water leaks	8
Pool maintenance	10
Gas leaks	1
Emergency call outs (from 5:00 pm to 7:00 am)	0
Core	20